

20 October 1976

MEMORANDUM FOR THE RECORD

SUBJECT: PMI Item - Telephone Equipment and Usage

1. The attached was prepared by Office of Communication in response to a last-minute request from Office of Comptroller in preparing their follow-up response to the PMI memo.

STATINTL

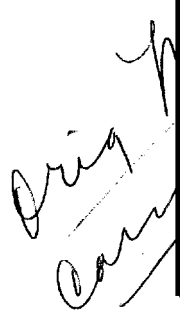
2. [REDACTED] (O/Compt) called M&AS on Monday afternoon (18 October) to ask for our assistance in responding to the requirement (stated in the Ogilvie memo) of providing OMB with the Agency's proposed plan to achieve (future) savings in telephone equipment and usage. O/Compt needed the info by 20 October.

STATINTL

3. I called [REDACTED], OC, on the morning of 19 October for the needed info. OC responded with the attached on the morning of the 20th which was subsequently hand carried to O/Compt. [REDACTED] called later in the day to express her appreciation for the thoroughness and timeliness of the report. STATINTLI relayed the message to [REDACTED]

STATINTL

Attachment:
a/s

| | | | |
|---|-------------------------|--------------------------|-----------------------|
| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM | | | |
| UNCLASSIFIED | CONFIDENTIAL | | |
| OFFICIAL ROUTING SLIP | | | |
| TO | NAME AND ADDRESS | DATE | INITIALS |
| 1 | [REDACTED] | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| <input type="checkbox"/> | ACTION | <input type="checkbox"/> | DIRECT REPLY |
| <input type="checkbox"/> | APPROVAL | <input type="checkbox"/> | DISPATCH |
| <input type="checkbox"/> | COMMENT | <input type="checkbox"/> | FILE |
| <input type="checkbox"/> | CONCURRENCE | <input type="checkbox"/> | INFORMATION |
| <input type="checkbox"/> | | <input type="checkbox"/> | PREPARE REPLY |
| <input type="checkbox"/> | | <input type="checkbox"/> | RECOMMENDATION |
| <input type="checkbox"/> | | <input type="checkbox"/> | RETURN |
| <input type="checkbox"/> | | <input type="checkbox"/> | SIGNATURE |
| Remarks: The attached is forwarded to you direct per instructions from Mr. James [REDACTED], Chief, Programs & Budget Staff, OC. <div style="display: flex; align-items: center;"> <div style="flex: 1; text-align: center;">  </div> <div style="flex: 2; background-color: black; width: 300px; height: 150px; margin-left: 20px;"></div> </div> | | | |
| FOLD HERE TO RETURN TO SENDER | | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | | DATE |
| OC/[REDACTED]/Programs Staff | | | 10/21/76 |
| <input type="checkbox"/> | UNCLASSIFIED | <input type="checkbox"/> | CONFIDENTIAL |
| <input type="checkbox"/> | | <input type="checkbox"/> | SECRET |

FORM NO. 1-67 **237**

Use previous editions

(40)

OFFICE OF COMMUNICATIONS

20 October 1976

The following is in response to OMB's question regarding Telephone Equipment and Usage within the Agency. The Office of Communications will attempt to accomplish the following;

"III. Management Plans

4. Contracting Out and Holding Down Overhead Costs

II. Overhead Costs

By October 21, submit plan to OMB on proposed steps to achieve savings in telephone equipment and usage."

I. In order to make Agency employees more aware of the rising costs for the leasing of telephone facilities, we plan to periodically publish Agency notices highlighting those charges involved with providing the following services:

- a. The installation and relocation of telephone instruments and lines
- b. Dial "9" local calls
- c. Wide Area Telecommunications Services (WATS)
- d. Non-Published telephone service

II. Task the Chesapeake and Potomac Telephone Company to conduct traffic studies on our main and satellite switching facilities in order to determine which items of equipment and facilities may be surplus to our needs and can be disconnected while at the same time providing a satisfactory grade of service.

ADMINISTRATIVE-INTERNAL USE ONLY

III. The Telephone Facilities Branch will monitor all Non-Published telephone long distance invoices to ensure that all outgoing calls are placed via Agency leased WATS facilities in lieu of the more expensive commercial network. Optimistically, this will result in the reduction in Non-Published telephone lines. During Fiscal Year 1976 there were 95,310 long distance calls attributable to 468 Non-Published telephone lines. Total cost for this service, equipment rental and long distance charges, amounted to \$354,273.

IV. Agency Administrative and Support Officers will be tasked with conducting surveys of their respective Divisions and Staffs to identify those items of telephone equipment and facilities that are surplus to their needs and therefore can be disconnected.